Career Counselor Toolbox

MyNAVYHR — Serving Sailors 24/7

Navy Career Tools are web-based applications designed to support and enhance Sailor career management and professional development. This toolbox identifies online applications the Command Career Counselor (CCC) must use to support Sailor careers and command career information programs.

Navy Career Tools

For quick access to Navy Career Tools:

▶ Go to MyNavy Portal (MNP) Quick Links at https://my.navy.mil/quick-links.html

Sailor Career Development

Use applications identified in the CCC Toolbox to support Sailor careers and manage command career information programs.

▶ Billet Based Distribution (BBD)

▶ Career Information Management System (CIMS), CIMS Afloat

▶ Career Waypoints (C-WAY)

▶ Fleet Training Management and Planning System (FLTMPS), FLTMPS Afloat

▶ MyNavy Assignment (MNA)

▶ Navy College Program (NCP) / Voluntary Education (VOLED)

▶ Navy Retention Monitoring System (NRMS)

▶ Post 9/11 GI Bill

▶ Standard Operating Procedures (SOPs) for Pers/Pay/Travel

▶ Transition Assistance Program (TAP)

Use CCC Resources

▶ Use information provided by Navy Personnel Command (NPC), Navy College, and Navy Fleet and Family Support Center (FFSC).

▶ Use MyNavy HR website resources, including Career Counseling, CPPA Resources, and Career Toolbox sites.

▶ Use MyNavy HR website "CCC Dashboard" during counseling sessions. Updated monthly, the Dashboard reports on the community health of individual enlisted ratings, such as manning, advancement (includes MAP quotas), CWAY/Conversion, sea/shore flow, and Selective Reenlistment Bonus.

Tips for Success

■ Use Learning and Development Roadmaps (LaDRs) during Career Development Boards.

■ Use the Pay/Personnel Standard Operating Procedures (SOPs) accessed via the MyNavy HR CPPA Resources page. The SOPs provide detailed guidance on who should do what and when (including Sailor, CPPA and CCC responsibilities when initiating and verifying personnel transactions).

■ Direct Sailors to the Sailor Career Toolbox and be prepared to instruct them in how to use their tool set to develop and manage their careers.

■ Use resources provided by command personnel, including your Command Master Chief, Personnel Officer, Command Pay and Personnel Administrator, Training Officer, and Education Services Officer.

See the following pages, one for each Career Tool.

Download this user aid from the MyNavy HR website. Using the Career Management drop-down menu, select Career Toolbox.

BBD

Billet Based Distribution (BBD) enables the Navy to manage force structure and readiness by matching Sailors and their skill sets to billets. BBD aligns every distributable enlisted Sailor to a Navy position and provides an accurate demand signal needed to maximize Rating and Navy Enlisted Classification (NEC) "Fit" across the Fleet. BBD optimizes the Sailor assignment process and ensures efficient utilization of Permanent Change of Station (PCS) and Temporary Duty under Instruction (TDI) resources. CAC and CAC-enabled computer required.

Get Started

To establish BBD Activity Manning Manager (AMM) or View Only access:
▶ Go to MyNavy HR website at https://www.mynavyhr.navy.mil/
   – Navigate Career Management > Detailing > MyNavy Assignment
   – View "ACCESS PROCEDURES" and follow guidance provided

To access BBD via MyNavy Portal:
▶ Go to MNP > Quick Links at https://my.navy.mil/quick-links.html
   – Click MyNavy Assignment
   – Select Home > Change Roles > Activity Manning Manager

To view BUPERSINST 1080.54, Enlisted Distribution and Verification Process (EDVP):
▶ Go to MyNavy HR
   – Navigate References > Instructions > BUPERS Instructions

Note: To obtain AMM training on BBD, contact your command Placement Coordinator

Perform Required Actions

▶ Use the AMM role to communicate with distribution managers in the command's chain of command and at NPC (data available to the AMM includes detailed personnel information, billet info, alignment info, MNA job search, and Women in Ships information)

▶ Use the AMM role to perform required actions identified in the EDVP instruction, BUPERSINST 1080.54, and to ensure that the demand signal provided to distribution managers is accurate

▶ Use the View Only role to access billets, personnel, and alignments for commands in the user's area of responsibility (detailed personnel information will not be available)

Helpful Website

To learn more about BBD and view official information:
▶ Go to MyNavy HR
   – Navigate Career Management > Detailing > My Navy Assignment
   – View user guides, schedules, FAQs, and points of contact

Tips for Success

■ Ensure the command Activity Manning Manager is authorized by command leadership, as this user has authority to speak for the command and has access to sensitive personnel information.

Find Help

■ MNA Customer Support
   T: 901-874-4157/2199/3249
   T: DSN: 882-4157
   E: mynavy_assign.fct@navy.mil

CIMS

Career Information Management System (CIMS) automates office procedures and processes supporting the command's Career Information Program. CCCs create and maintain records, prepare for Career Development Boards (CDBs), view Armed Services Vocational Aptitude Battery (ASVAB) scores, submit Selective Reenlistment Bonus (SRB) and Selective Training and Reenlistment (STAR) requests, use retirement calculators, view reports, and print certificates for reenlistment/retirement. CAC and CAC-enabled computer required.

Get Started

To establish your account, complete the two step process:
▶ Step 1:
  Go to MyNavy HR Quick Links at https://my.navy.mil/quick-links.html
  – Navigate Career Management > Career Counseling > CIMS and NRMS
  – Scroll down to CIMS/NRMS Access
  – View Systems Access Instructions
  – Download and complete OPNAV 5239/14 SAAR-N
▶ Step 2:
  Go to NSIPS at https://www.nsips.navy.mil
  – Scroll down to Menu > System Access Authorization Request (SAAR) > New Users (NSIPS, ESR, CIMS, Web Ad Hoc)
  – Complete required data fields and Submit

To access CIMS via MyNavy Portal:
▶ Go to MNP > Quick Links
  – Click NSIPS

Strengthen Your Command Career Information Program

To take full advantage of CIMS capability:
▶ Go to MNP > Quick Links
  – Click NSIPS
  – Review Sailor records when preparing for CDBs, personal interviews, and individual counseling sessions.
  – Track Sailor EAOS/PRD and CDB status by generating individual reports, then exporting them into your CCC Tickler
  – Generate an Individual Career Development Plan (ICDP) for use during CDBs

Helpful Website

To view current information, system changes, and user guides:
▶ Go to MyNavy HR
  – Navigate Career Management > Career Counseling > CIMS and NRMS

Tips for Success

■ Use the afloat version of CIMS, which is available on ships with NSIPS Web Afloat server installed.

■ Generate reports for command leadership review.

■ Log into at least one NSIPS web account every 30 days. NSIPS web accounts remain active for 60 days from last login date.

  – Individuals who have multiple accounts must log into at least one of their accounts prior to 60 days for all their NSIPS accounts to remain active.

  – A system generated reminder is emailed after 50 days of inactivity. After 60 days with no use, all NSIPS accounts are locked.

  – Users who have multiple accounts are required to unlock and log into one of their authorized accounts successfully.

  – Within 24 hours, other valid accounts assigned to the user are unlocked automatically.

Find Help

■ NSIPS Help Desk
  T: 9T: 877-589-5991, Option 3
  T: DSN 647-5442, Option 3
  E: nsipshelpdesk@navy.mil

C-WAY

Career Waypoints (C-WAY) is a force management tool that balances manning across rates, ratings, Active Component (AC), Full Time Support (FTS), and Reserve Component (RC) through Bureau of Naval Personnel (BUPERS) control of reenlistment and enlistment contract extension authority. C-WAY applies to all AC, FTS, and RC E6 and below for lateral conversions and component conversions. And to all AC and FTS E6 and below for reenlistment/extension and rating designation authorization. CAC and CAC-enabled computer required.

Get Started

To establish account, use the C-WAY User Guide:
▶ Go to MyNavy HR at https://www.mynavyhr.navy.mil/
 – Go to Career Management > Career Counseling > C-WAY > View C-WAY system References (right hand side)

To access CIMS via MyNavy Portal:
▶ Go to MNP > Quick Links at https://my.navy.mil/quick-links.html
 – Select BOL > CWAY

Support Sailor Careers

▶ Validate Sailor qualifications and submit applications as directed by current policy directives

▶ Review C-WAY Reenlistment results monthly and update Sailor applications to increase retention opportunities

▶ Advise that Sailors view individual C-WAY Status via BOL application titled (CWAY - Sailor Self-Service)

Helpful Website

To view news, policy documents, C-WAY User Guide, and Supporting Resources:
▶ Go to MyNavy HR
 – Navigate Career Management > Career Counseling > C-WAY

To view rating-specific information from the Enlisted Community Managers:
▶ Go to MyNavy HR
 – Navigate Career Management > Community Management > Enlisted
 – Use left navigation menu select warfare community, ratings, and rating-specific "Community Overview"

To view enlisted career administration statutes, regulations, and policies relating to reenlistments, extensions, lateral and forced conversions, high year tenure, and incentives:
▶ Go to MyNavy HR
 – Navigate Career Management > Community Management > Enlisted Career Administration

Tips for Success

■ View MyNavy HR C-WAY page for updates and remain current on C-WAY policy.

■ Ensure CDBs are conducted and career intentions documented properly.

■ Counsel Sailors not selected for INRATE/Conversion approval

■ Counsel Sailors not selected for reenlistment about Reserve Affiliation benefits

■ Have the Sailor reenlist well BEFORE the final week of when the quota expires.

Find Help

■ C-WAY Help Desk
 T: 901-874-2102
 T: DSN 882-2102
 E: career_waypoints@navy.mil

FLTMPS

Fleet Training Management and Planning System integrates manpower, personnel, training and education information into a single reporting system. Using FLTMPS, Counselors can view Sailor's Administrative Data, NECs, Career History, Education, Language Skills, and Quals/Certs. Available reports include Advancement, Time-in-Rate Eligible, Projected Gains/Losses, Career Status Bonus, Education Summary, and Dependent Care Plan, among others. CAC and CAC-enabled computer required.

Get Started

To establish account via MyNavy Portal (MNP):
▶ Go to MNP > Quick Links at https://my.navy.mil/quick-links.html
  – Select FLTMPS
  – Click NTMPS Access Request Application
  – Read DOD Notice and Consent Form and click OK
  – Under Select Application Form To Be Processed/Updated find FLTMPS
  – Click SELECT and complete Application Request Form

To access FLTMPS via MNP:
▶ Go to MNP > Quick Links
  – Select FLTMPS

View FLTMPS Reports

To view Projected Gains and Losses for your command:
▶ Go to FLTMPS > Personnel > Manning and Personnel > Projected Gains/Losses

To view individual Sailor Electronic Training Jacket (ETJ):
▶ Go to FLTMPS > Personnel Individual Data Search > Name

To view Advancement Exam reports:
▶ Go to FLTMPS > Personnel > Advancement Exam Reports

To access FLTMPS Afloat via the NIAPS Career Tools Afloat (CTA) page:
▶ Go to the NIAPS Distance Support Portal or local Sharepoint site
  – Click Career Tools Afloat (CTA)
  – Log in to CTA
  – Click FLTMPS Afloat** (located in the TRAINO TOOLS section)

Tips for Success

- Review Sailor personnel and professional data when preparing for Career Development Boards, personal interviews, and individual counseling sessions.

- Use report data to inform and update command leadership.

Find Help

- Command Training Officer
- NTMPS Support Office
  T: 866-438-2898, Option 1
  E: ntmps.support@navy.mil

MNA

MyNavy Assignment (MNA) provides Sailors the ability to explore future job opportunities, identify career enhancing jobs that meet professional and personal goals, and identify the specific skills and abilities required to perform jobs they desire. Command Career Counselors can view Sailor personnel and career data, view Sailor Career intentions, monitor Sailor job applications, and provide assistance, if required. CAC and CAC-enabled computer required.

Get Started

To view MNA access instructions and required security forms:
▶ Go to MyNavy HR at https://www.mynavyhr.navy.mil
  – Go to Career Management > Detailing > MyNavy Assignment
  – Scroll down to view Access Procedures

Support Detailing Processes

To access MNA via MyNavy Portal:
▶ Go to MNP Quick Links at https://my.navy.mil/quick-links.html
  – Click My Navy Assignment

To take full advantage of MNA capability:
▶ (CCC Role) Monitor Sailor information and actions, providing assistance, as required
▶ (CMD Role) Support command review of incoming Sailor applications and submit comments to Detailers
▶ (CMD Role) Enter contact information for key personnel at your command and provide a link to your command's website
▶ When MNA is unavailable to Sailors, obtain current REQ data, submit job applications, and obtain application results on their behalf

Helpful Website

To view information about MNA:
▶ Go to MyNavy HR
  – Navigate Career Management > Detailing > MyNavy Assignment
  – Review Schedules, MNA Gate/Flag Info, Resources, FAQs, and Detailer Notes

To view information from Enlisted Detailers:
▶ Go to MyNavy HR
  – Navigate Career Management > Detailing > Enlisted

To view information from Enlisted Community Managers:
▶ Go to MyNavy HR
  – Navigate Career Management > Community Mgmt > Enlisted Community
  – Navigate Career Management > Community Mgmt > Enlisted Career Administration

Tips for Success

■ Ensure Sailors review their MNA Sailor Info data beginning 18 months prior to Projected Rotation Date (PRD).

■ Support Sailor efforts to update personnel and career data.

Find Help

■ ISIC Career Counselor, Detailer

■ MNA Customer Support
T: 1-899-537-4617, 2199
T: DSN 882-4617, 2199
E:
mynavyassign_isc.fct@navy.mil

■ Pers-4 Customer Support
T: 901-874-3249

Navy College Program / VOLED

The Navy College Virtual Education Center (NCVEC) is the central location for information and guidance on all off-duty Navy Voluntary Education (VOLED) programs, products, and services. NCVEC Education Services Specialists provide advice and guidance to Sailors on establishing academic and career goals, selecting academic institutions and majors, the college/university application and enrollment process, Navy funding programs such as Tuition Assistance (TA), plus Navy College Program for Afloat College Education (NCPACE).

Help Sailors Develop and Execute an Education Plan

To access the Navy College VOLED Wizard via MyNavy Portal:
▶ Go to MNP > Quick Links at https://my.navy.mil/quick-links.html
 − Click Navy College
 − Select Get Started: The VOLED 5-Step Process

To explore degree options:
▶ Go to MNP > Quick Links
 − Click Navy College
 − Select Sailors > Degree Explorer

To request Tuition Assistance:
▶ Go to MNP > Quick Links
 − Click Navy College
 − Select Tuition Assistance/NCPACE: For Sailors

To talk to a Navy College Education Counselor:
▶ Go to MNP > Quick Links
 − Click Navy College
 − Scroll down to Speak to a Navy College Counselor

Helpful Website

To schedule Language Test Appointments:
▶ Go to MNP at https://my.navy.mil (login)
 − Go to Career & Life Events > Training, Education, Qualifications > Appointment Scheduler

Tips for Success

■ Have Sailors go to Navy App Locker at https://www.applocker.navy.mil to download the Navy College Program app and complete training required of all first-time TA users.

■ Use extensive resources provided by Navy College at www.navycollege.navy.mil

 − Search the Knowledge Base, submit a help request, or start a chat session during office hours with a Navy College Education Counselor.

 − Click "Need Help?" icon in lower right-hand corner to initiate the help desk chat.

Find Help

■ Contact Education Services Officer (ESO)

■ VOLED Assistance Center
 T: 877-838-1659
 T: DSN: 492-4684
 T: DSN: 757-492-4684

NRMS

Navy Retention Monitoring System (NRMS) allows the Navy to report and analyze retention data. Data reflected in NRMS is factored into the annual Retention Excellence Award determination process. Additionally, Command Career Counselors use NRMS to monitor retention and attrition statistics and provide monthly updates to the Commanding Officer. CAC and CAC-enabled computer required.

Get Started

To establish your account, complete the two step process:

▶ Step 1:
Go to MyNavy HR Quick Links at https://my.navy.mil/quick-links.html
  − Navigate Career Management > Career Counseling > CIMS and NRMS
  − Scroll down to CIMS/NRMS Access
  − View Systems Access Instructions
  − Download and complete OPNAV 5239/14 SAAR-N

▶ Step 2:
Go to NSIPS at https://www.nsips.navy.mil
  − Scroll down to Menu > System Access Authorization Request (SAAR) > New Users (NSIPS, ESR, CIMS, Web Ad Hoc)
  − Complete required data fields and Submit

To access NRMS via MyNavy Portal:

▶ Go to MNP > Quick Links
  − Click NSIPS

Strengthen Your Command Career Information Program

To take full advantage of NRMS capability:

▶ Review the following Command Career Counselor reports: Reenlistment-Attrition, Statistics and Reports, T-GPS Analytics

▶ Provide retention statistics report to command leadership

Helpful Website

To view the SAAR-N Instructions for CIMS and NRMS user guide:

▶ Go to MyNavy HR
  − Go to Career Management > Career Counseling > CIMS and NRMS > Scroll down to CIMS/NRMS Access > Systems Access Instructions

Tips for Success

■ Review statistical data every quarter for errors, as this will affect your Annual Retention Excellence Award.

■ Log into at least one NSIPS web account every 30 days. NSIPS web accounts remain active for 60 days from last login date.

  − Individuals who have multiple accounts must log into at least one of their accounts prior to 60 days for all their NSIPS accounts to remain active.

  − A system generated reminder is emailed after 50 days of inactivity. After 60 days with no use, all NSIPS accounts are locked.

  − Users who have multiple accounts are required to unlock and log into one of their authorized accounts successfully.

  − Within 24 hours, other valid accounts assigned to the user are unlocked automatically.

Find Help

■ NSIPS Help Desk
T: 9T: 877-589-5991, Option 3
T: DSN 647-5442, Option 3
E: nsipshelpdesk@navy.mil

Post 9/11 GI Bill

Members serving on full time active duty (AD), including full time support (FTS) or in the Selected Reserve (SELRES) who have at least six years of service and agree to serve an additional four years on AD/FTS or in the SELRES may transfer any unused months of Post 9/11 GI Bill benefits to eligible dependents listed in the Defense Enrollment Eligibility Reporting System (DEERS). CAC capable computer required. This is a retention incentive and there are no waivers or exceptions to the four-year additional service obligation.

Verify Length of Service and EAOS/SEAOS

Have member access ESR via MyNavy Portal:
▶ Go to MNP > Quick Links at https://my.navy.mil/quick-links.html
  – Click NSIPS and navigate to ESR

Complete Statement of Understanding (SOU)

Have member access the Navy College website via MyNavy Portal:
▶ Go to MNP > Quick Links
  – Click Navy College
  – Select the Menu Icon
  – Click MyNavy Education Log In > CAC Login
  – Update contact information, including email
  – Select the Post 9/11 SOU Icon
  – Read entire SOU > Click "I Agree"
  – Follow link to log in to DMDC milConnect

Submit Transfer of Education Benefits (TEB)

Have member access DMDC milConnect via MyNavy Education SOU as above, or go to MNP > Quick Links:
  – Click milConnect
  – Under "I want to…" Click "Transfer my education benefits"
  – Log in with CAC to access TEB portlet
  – On TEB Screen, read the "Message from Your Service Component"
  – Select the "Post 9/11 GI Bill, Chapter 33 radio button
  – Allocate months to eligible dependents (no more than 36 total)
  – Read/check boxes next to all TEB Acknowledgments > Click Submit
  – When page refreshes, verify status indicates "Request Submitted"
  – Verify Status of TEB Request
  – Repeat above steps to access DMDC milConnect TEB portlet
  – Make note of the Obligation End Date (OED)
  – Click the Approval Form to view or download TEB Approval Form
  – If status indicates "Request Rejected" correct the discrepancy and resubmit the request in milConnect

Top reasons for TEB rejection:
1. Didn't complete the SOU.
2. Insufficient time remaining on enlistment.
3. Unable to be retained for 4 years due to policy (e.g. HYT) or statute (e.g. Officer statutory limit).
4. Failure to submit TEB request within 30 day grace period after a 4-year reenlistment.

Tips for Success

- Enlisted members who reenlist for 4 years to transfer benefits must complete SOU and TEB request WITHIN 30 days following reenlistment.
- Enlisted members who reenlist for 5 or 6 years must complete SOU and submit TEB request with min. 4 years remaining to EAOS.
- Extensions of enlistment are not permitted for the sole purpose of TEB. Extensions must comply with MILPERSMAN 1160-040.
- Voluntary Retirements and Separations are screened for outstanding TEB obligations. If requested separation date precedes OED, member must do one of the following:
  1. Change requested date to meet or exceed TEB OED.
  2. If no dependents have used any transferred benefits, access milConnect and revoke all transfers, thereby forfeiting TEB. Upload screen shot of revocation in NSIPS R&S.
  3. If dependents have used any transferred benefits, member may not voluntarily separate/retire until TEB obligation is met.
- CIMS Unit Tracking provides list of enlisted members with a TEB OED documented in NSIPS.

Find Help

- Active Duty/FTS contact MNCC
  T: 1-833-330-6622
  E: askmncc@navy.mil
- SELRES contact:
  T: 800-621-8853
  E:
  cnrfc_post911gib.fct@navy.mil

SOPs for Pay/Personnel/Travel

Standard Operating Procedures (SOPs) for more than forty common pay, personnel, and travel transactions identify the individual systems, users, and step-by-step procedures required to complete Navy pay and personnel processes correctly and on time. NAVADMIN 043/15 directs all Navy commands to use SOPs when performing transactions including reenlistments and extensions, or retirements and separations. CAC and CAC-enabled computer required.

Get Started

To access SOPs via MyNavy Portal:

▶ Go to MNP > Quick Links at https://my.navy.mil/quick-links.html
   – Click Pay/Personnel/Travel SOPs

View Policy Documents

To view policy governing MyNavy HR processes:

▶ Go to MyNavy HR at https://www.mynavyhr.navy.mil/
   – Navigate to Career Management > CPPA Resources
   – Scroll down to Important Policy Documents

Helpful Website

▶ Go to MyNavy HR at https://www.mynavyhr.navy.mil/
   – Navigate to Career Management > CPPA Resources
   – Use links on the left for Reenlistment, Extensions Separations Discharge, Retirement; Update ESR
   – Use right-hand navigation menu to view User Aids and Web Resources

Tips for Success

- Submit suggestions, recommendations, questions or issues regarding the SOPs to: loretta.a.hale.civ@us.navy.mil

Find Help

- Personnel/Admin Office or NOSC

- MyNavy Career Center (MNCC)
  T: 833-330-6622
  E: askmncc@navy.mil

TAP

The Transition Assistance Program (TAP) provides separating/retiring service members and their families with the skills, tools and self-confidence necessary to successfully re-enter into the civilian work force, pursue higher education or technical training, or retire. The goal of the program is to provide professional career development resources throughout the military career life cycle (MLC).

Get Started

To gain access to the DoD Transition Assistance Program (TAP) web application:

▶ Download and complete SAAR DD Form 2875 (Aug 09) from www.esd.whs.mil/portals/54/documents/dd/forms/dd/dd2875.pdf
  – Note: SAAR-N, OPNAV 5239/14 is not authorized for access to DMDC

▶ Email digitally signed form via encrypted email to:
  – tom.albert@navy.mil and alice.bellafiore@navy.mil

Manage Events

To manage events on DoD Transition Assistance Program (DoDTAP) website:

▶ Go to DoDTAP at https://www.dodtap.mil
  – Report, search for, edit, and complete "In Progress" transition checklist (DD 2648 Pre-separation/Transition Counseling and Career Readiness Standards EFORM)
  – Access Verification of Military Experience and Training (VMET) documents (DD 2586 and cover letter)
  – Access transition checklist reports

Helpful Website

To locate guidance, information, forms, user aids, transition tools, and helpful links about TAP:

▶ Go to MyNavy HR at https://www.mynavyhr.navy.mil/
  – Go to Career Management > Transition > Transition TAP

To view DoDTAP news, resources, transition documents, and more:

▶ Go to DoDTAP
  – Use resources provided via tabs on the top menu

Tips for Success

■ Counsel separating Sailors, utilizing Verbatim Script for Pre-Separation Counseling checklist (DD Form 2648 & 2648-1).

■ Per OPNAVINST 1900.2C and the Veterans Opportunity to Work (VOW) to Hire Heroes Act of 2011, every Service member is eligible for and will have full access to transition services and must meet Career Readiness Standards (CRS) prior to separation.

Find Help

■ ISIC Counselor

■ DoDTAP
T: 800-538-9522,
T: DSN: 312-878-2856
W:
www.dodtap.mil/contact.html